Hadrian Learning Trust

Health and Safety Policy

Scheduled Review Date	Review Completed	Signed-off by Exec Head
01-09-23	12-11-23	16-11-23
15-11-24	16-08-24	30-08-24
15-08-25		

Contents

Introduction

In compliance with the requirement of [Section 2 of the Health and Safety at Work etc. Act 1974](), Hadrian Learning Trust are effectively discharging their statutory duties by preparing a written Health and Safety Policy. The health and safety of both staff and students is of paramount importance to the Trust Board. Under the [Local Management of Schools framework]() the Trust Board is responsible for health and safety in the school.

The Trust Board is the employer and has responsibility for the day to day running of the school and the management of the budget. The Executive Headteacher is responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. The schools take out an agreement with the local authority, who provide specialist advice in relation to safety matters and many of the services requiring technical expertise.

The [Health and Safety at Work Act]() requires the employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

The Trust Board acknowledges its responsibilities and sets out its own policy and arrangements for health and safety.

In order for Hadrian Learning Trust to discharge its statutory duties, staff are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Hadrian Learning Trust encourages all staff to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

The maintenance of a detailed health and safety policy and staff health and safety handbook requires a continuing commitment from staff and regular updating of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome. In return, it offers the advantage of a clear and well organised safety management system, set out clearly for the benefit of everyone.

These detailed safety management arrangements play an essential part in Hadrian Learning Trust's approach to risk management to reduce the number of accidents and incidents as well as reducing the cost of litigation which impose an unacceptable budgetary burden.

1. Health and Safety Policy of Intent Statement

The following is a statement of the Trust's Health and Safety Policy of Intent in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Hadrian Learning Trust to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff working for the Trust and other persons who may be affected by our undertakings.
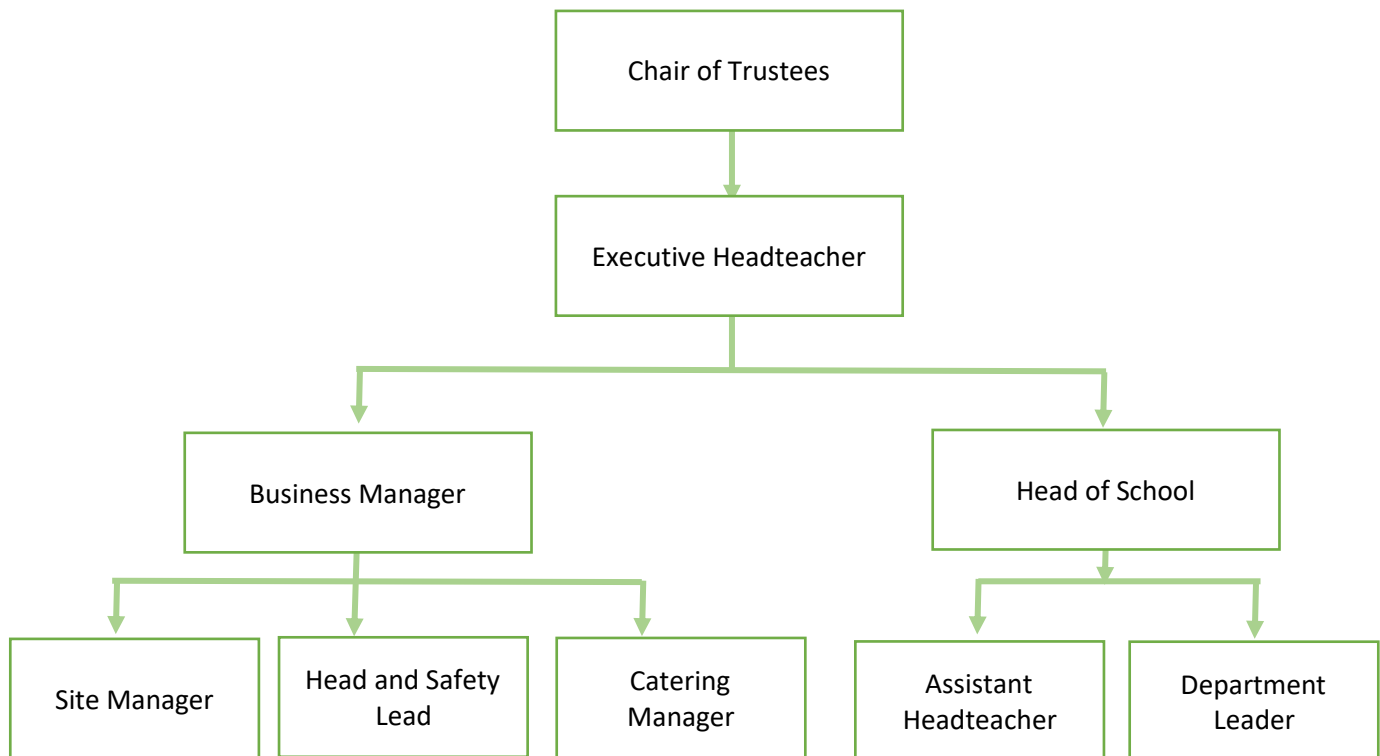
The Trust Board recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LA/others and through persons competent in health and safety matters
- a written system of safety management which includes:
  - the identification of needs and objectives, in order of priority
  - the allocation of appropriate funds
  - the integration of health and safety planning within the School Development Plan
  - the regular monitoring of progress, and of safety performance, to be used in the planning process
  - an annual review of the safety policy
  - the inclusion of health and safety on the agenda of Trust Board meetings, at least annually.
- the appointment of a suitably trained Health and Safety Lead supported by a competent external Health and Safety Support contractor
- meeting any specific immediate and long-term Health and Safety performance targets

The Health and Safety Lead will implement the Trust's health and safety policy and recommend any changes to meet new circumstances. The Trust recognises that successful health and safety management contributes to successful business and educational performance and will allocate adequate finances and resources to meet these needs.

As at September 2025, 'Atlas Citation' fulfil the role of external Health and Safety Support, both through a support contact and an annual visit to site by a Health and Safety Specialist.

2.   Health & Safety Organisation Chart

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                    ┌─────────────────────┐
                    │  Chair of Trustees  │
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                    ┌─────────────────────┐
                    │ Executive Headteacher│
                    └─────────────────────┘
                              │
              ┌───────────────┴───────────────┐
   ┌──────────────────┐              ┌──────────────────┐
   │ Business Manager │              │  Head of School  │
   └──────────────────┘              └──────────────────┘
        │                                    │
  ┌─────┼─────────┬─────────┐         ┌──────┴───────┐
┌──────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐ ┌──────────┐
│ Site │ │ Head and │ │ Catering │ │Assistant │ │Department│
│Manager│ │  Safety  │ │ Manager  │ │Headteacher│ │  Leader  │
│      │ │   Lead   │ │          │ │          │ │          │
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3.   Roles and Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees.

The Chair of the Trustees will ensure:
- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Joint consultations or regular health & safety meetings between management and employees take place to foster an awareness of health and safety matters.
- The appointment of a 'Health and Safety Champion' from within the Trust Board.
- They are aware of the current status of Health and Safety concerns and priorities within the school.
- The appointment of a 'Competent Person' to the role of 'Health and Safety Advisor' to assist with undertaking the measures needed to comply with the requirement and prohibitions imposed under the Management of Health and Safety at Work Regulations 1999.   (Within Hadrian Learning Trust the Health and Safety Advisor is termed the 'Health and Safety Lead').
- The appointment of a competent external agent to the role of 'Health and Safety Consultant' to assist with undertaking the measures needed to comply with the requirement and prohibitions imposed under the Management of Health and Safety at Work Regulations 1999.

The Executive Headteacher will ensure:
- Health and Safety is integrated into the Trust's management systems.
- The same management standards are applied to health and safety as to other management functions.
- The site is adequately maintained and fit for purpose at all times.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.

- There is a structured system of safety management. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.
- They monitor and review safety performance regularly, and identify future needs in order to aid the planning process.
- Procedures as are necessary to comply with all health and safety legislation are implemented
- They provide regular reports on significant issues and general progress to the Trust Board
- They foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.
- They are aware of the current status of Health and Safety concerns and priorities within the school.

The Head of School (and deputy) will ensure:
- They implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable.
- They are aware of the current status of Health and Safety concerns and priorities within the school.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments (teaching and learning team).
- The Fire Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests.

Chief Finance Officer will ensure:
- The Trust maintains an adequate level of insurance (via RPA) in relation to:
  - Trust Property and resources
  - Trips, Visits and Residential activity
  - Trust owned and operated vehicles
- That adequate funds are allocated in the Trust Budget to meet the needs of statutory, development and emergency health and safety operations and works.
- They are aware of the current status of Health and Safety concerns and priorities within the school.

The Business Manager will ensure:
- All health and safety issues raised by employees are recorded and investigated.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Complete Display Screen Equipment assessments as required by individual staff and respond to needs as identified by review.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments (support staff team).
- A Fire Risk Assessment is completed annually.
- A series of evacuation drills are maintained and results of the evacuation recorded (minimum: 3 per year):
  - Autumn Term – Walk Through with Staff and Students
  - Spring Term – Practice Fire Drill
  - Summer Term – Practice Fire Drill with blocked exit
- Complete on entry and annual reviews of staff health and wellbeing.
- They are aware of the current status of Health and Safety concerns and priorities within the school.

The Health and Safety Lead will ensure that:
- They act as a point of reference for information and support for other staff members and leaders in relation to accessing Health and Safety guidance and support, whilst maintaining pro-active links with Citation Ltd.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.

- All relevant inspections and reports are converted to action plans and these action plans are acted upon.
- They routinely update and publish the Health and Safety Handbook following the annual review of H&S or when legislation or HSE guidance recommend changes to practice.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Health and safety and food safety issues raised by employees are recorded and investigated.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs, relevant to Health and Safety, of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
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The Site Manager will ensure that:
- Coordinate any necessary safety arrangements with any contractors working on the site.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment. This will include:
  - Annual safety tests of 240v portable electrical appliances
  - 5 Year fixed wiring inspection
  - Weekly fire alarm testing
  - Water hygiene testing
- Any building faults are reported immediately to the Senior Leadership Team
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Flammable liquids are stored in a locked metal cupboard
- Fire doors are always closed and never wedged open
- Waste materials are collected daily and are stored until collection by the Council o Electrical equipment not in use is always isolated from the mains.
- Regular updates on health and safety concerns or significant health and safety failings are passed to either the Health and Safety Lead or the Executive Headteacher as appropriate.

The Catering Manager will ensure that:
- All food hygiene procedures are carried out in accordance with statutory legislation.
- Food safety issues raised by employees are recorded and investigated.
- Regular updates on health and safety concerns or significant health and safety failings are passed to either the Health and Safety Lead or the Executive Headteacher as appropriate.

Assistant Headteachers and Pastoral Leaders will ensure that:
- They foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety and recognition that we are each responsible for not only our own safety, but the safety of those around us.
- Regular updates on health and safety concerns or significant health and safety failings are passed to either the Health and Safety Lead or the Executive Headteacher as appropriate.

Educational Department Leaders will ensure that:
- Their department operates with a positive health and safety philosophy by:
    - Maintaining an up-to-date collection of relevant health and safety manuals, guidance sheets and professional bulletins.
    - Maintaining up-do-date subject specific risk assessments.
    - Providing and implementing operating procedures, where relevant, to support the health and safety of pupils and staff.
- They foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety and recognition that we are each responsible for not only our own safety, but the safety of those around us.
- Regular updates on health and safety concerns are passed to either the Health and Safety Lead or the Executive Headteacher as appropriate.
- They consult with the Health and Safety Lead re any concerns relating to subject practices where health and safety of pupils or staff may be a concern.
- Regular updates on health and safety concerns or significant health and safety failings are passed to either the Health and Safety Lead or the Executive Headteacher as appropriate.

General Management Responsibilities
As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.
Management will ensure they:
- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

4. Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -
- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- Employees also have a duty to assist and co-operate with Hadrian Learning Trust and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:
- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:
- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

Information regarding health and safety law is provided in a number of ways:
- Employees are provided with a copy of the 'Employee handbook'
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the School then the School will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Sub-Contractors/Self Employed Personnel Responsibilities

Will be made aware of the Trust's health and safety policy, safety rules and:
- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with the Trust to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

5. Health And Safety Management System

[The Management of Health and Safety at Work Regulations (Regulation 5)](#) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Trust. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- Plan
- Do
- Check
- Act.

This health and safety policy includes a management structure and arrangements developed for the Trust to ensure compliance with the law; alongside the dedicated policy we also operate a Health and Safety Handbook, that contains specific health and safety advice and rules for staff in specific situations.
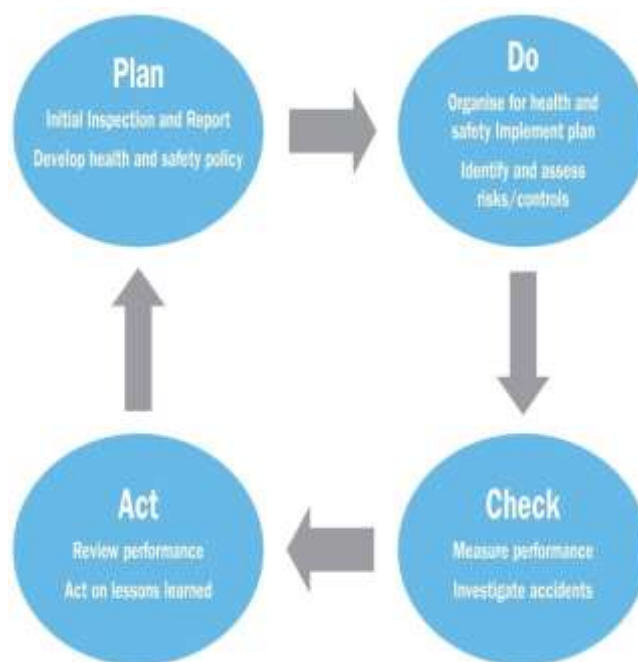
The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards; each step is explained further overleaf.

1. **Plan** - *Initial inspection and report, develop a health and safety policy*

An inspection report will be provided by a Citation Ltd Health and Safety Consultant. The report will identify the current practical, physical and procedural weaknesses in complying with regulations. This will lead to the Trust developing an action plan and updating the Trust's Health and Safety Policy and Health and Safety Handbook.

2. **Do** - *Organise for health and safety and implement plan*

The organisational structure will be reviewed along with individual responsibilities with regards to health and safety management within the School. Management leading by example is essential to fostering a positive health and safety culture.

Hadrian Learning Trust commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement

- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system(s) and will help understand what causes them and what remedial actions are required. Monitoring can include:
- routine inspections of premises, plant and equipment by staff
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents
- monitoring cases of ill health and sickness absence records.

4. **Act –** *Review performance, act on lessons learned*
- Health surveillance to prevent harm to health
- Conducting accident investigations and reviewing statistics
- Monitoring cases of ill health and sickness absence
- Compliance with regulations.

6. Auditing and Reporting on Health and Safety

The Health and Safety Lead is required to complete an annual Audit of the Health and Safety Status of all facilities within the Hadrian Learning Trust stock.

This should include reference to:
- The annual external Health and Safety Review
- The periodic Health and Safety walks and inspections
- The reports from contractors attending to the annual statutory and voluntary maintenance checks
- Any Department for Education conditionreports
- Any Ofsted reports with bearing on Health and Safety
- The annual external Fire Risk Assessment

The H&S Audit will be reported to the Trust Board annually.

The H&S Audit will form the mechanism for informing the Health and Safety Action Plan, which will be reported to the Trust Executive via a termly report. This will outline any outstanding actions and actions already taken. The Health and Safety Lead will lead on the delivery and implementation of the Action Plan, supported by the Business Manager, Site Manager and external specialist contractors.

A termly report on Health and Safety matters will be submitted to the Trustees, Executive Headteacher, Heads of School, Chief Finance Officer and Business Manager by the Health and Safety Lead, once per academic term. This report will outline:
- The number and of incidents and near misses in the previous 3 academic terms and the impact of any investigations / RIDDORS.
- Details of progress towards meeting any statutory obligations or enforcement orders.
- Details of progress towards meeting actions from external reports.
- Details of progress towards meeting actions of the Trust Health and Safety Development Plan.
- Recommendations for immediate and strategic objectives linked to the Trust's Health and Safety operations and practices.

7.   Environmental Statement

Hadrian Learning Trust is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:
•   Minimise the use of energy, water and natural resources
•   Minimise waste through prevention, re-use and recycling where possible
•   Dispose of waste safely and legally
•   Avoid the use of hazardous materials, where practical
•   Work with environmentally responsible suppliers
•   Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to staff and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

8.   Food Safety Statement

Hadrian Learning Trust Staff has a statutory duty under the Food Safety Act 1990 to ensure all employees take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is Hadrian Learning Trust's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:
•   Adequate resources are provided to ensure that proper provision can be made for food safety
•   Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
•   Systems of work are provided and maintained that are safe and without risks to food safety
•   Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
•   All staff are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
•   Where appropriate, health surveillance will be provided to staff
•   The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
•   The working environment of all staff is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
•   The place of work is safe and that there is safe access to and egress from the workplace
•   Monitoring activities are undertaken to maintain agreed standards
•   All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded.

9.   Accident Management

In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person.

Immediate Actions

A message must be sent to the first aid person using the emergency mobile telephone contact number or school reception as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

1. Should an ambulance be required it is usually summoned from the main office or first aid mobile telephone. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible.

2. In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the SIMS. A request to collect their child to take home or to hospital should be made, as appropriate. Medical treatment or advice should not be delayed if parents or emergency contacts are not available.

3. In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

4. Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Initial Follow-up
Upon the conclusion of the incident, the lead member of staff for the incident MUST complete an 'Incident or Near Miss Form" and submit this to the Health and Safety Lead within 2 working days of the initial incident.

It is important that as much information and detail is provided as is possible within the form. Staff should not however use short codes or abbreviations whilst completing the form other than for the pupil's classgroup.

The completed incident form will be submitted to the Health and Safety Lead.

Investigation, Tracking and Analysis

On receipt of the incident Report, the Health and Safety Lead will advise staff of any further actions required and perform an investigation if this is appropriate or meets statutory requirements The investigation will be completed using the form in Appendix 2 of this Policy.

Should the incident meet the statutory criteria for informing the Health and Safety Executive, the Health and Safety Lead will discuss the matter with the Executive Headteacher prior to doing so and present the relevant information for consideration. A RIDDOR will only be submitted by the Trust's Health and Safety Lead, other staff should discuss concerns or possible RIDDORs with the Health and Safety Lead, who will submit the RIDDOR on their behalf, after discussions with the Executive Headteacher.

The incident and the follow-up report will be entered into the Incident log and reported to Trustees as a component of the Health and Safety Reporting structures. Any significant findings from the investigation will be shared with staff and remedial actions completed at the earliest opportunity.

10. First Aid

The Trust maintains a First Aid Policy and Procedures Document, as a separate document to the Health and Safety Policy, in line with its obligations under The Health and Safety (First-Aid) Regulations 1981.

To support the safety and wellbeing of all staff, students and visitors the Trust employs a dedicated First Aider who is based in the Trust's medical room.

This First Aider is supported by a number of additional first aid trained staff who are identified on the 'First Aid Staffing' Poster displayed in key areas of the school. This poster is updated as staff complete training or their training expires.

First aid resources are allocated in key areas of the school, where there is possibility of injury. The contents of these first aid boxes should only be utilised by a trained first aider. The main first aid point remains the Trust medical room, and where practical all injured individuals should be taken to this central location.

First Aiders are required to make an entry to the first aid record for ANY first aid provided, this is a central record book and is maintained in the Trust medical room. Where treatment is provided an entry should also be made into the pupil's electronic record (via 'BromCom').

The First Aider should also ensure that an incident form is completed by the incident's lead first aider or staff member where an incident has occurred. An incident form is not required for minor ailments.

NOTE THAT IN THE EVENT OF A HEAD INJURY / HEAD BUMP
AN INCIDENT FORM MUST BE COMPLETED.

Staff Responsibilities
To reduce the risks of suffering personal injury or delay in getting treatment, staff must:
- Co-operate with the School arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations.

11. Managing Stress in the Workplace

Hadrian Learning Trust maintains a separate policy on 'Managing Stress at Work', that operates functions alongside the main Health and Safety Policy, with the aim of minimising the risk of stess related illness or injury to employees.

This policy complies with the Trust obligations as an employer under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

12.   Health Matters

(Policy on Supporting Children with Medical Needs)

1. The means of identifying students' medical needs should be established:
   - in the school's prospectus
   - by writing letters to parents
   - on intake forms which require parents to identify medical needs

2. Staff should only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.

3. Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office. All medication should be received in the original container with prescriber's instructions. The following information must be included:
   - Name of Child
   - The name and dose of medication
   - The frequency of administration

4. Where medication needs to be stored below room temperature – this will be stored in the fridge in the MI Room and locked at all times.

5. Medication should be suitably labelled with details of name and dosage

6. All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Medical Service.

7. Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Medical Service.

8. The school does not administer non-prescribed medicines such as paracetamol within the normal school day (when required for residential visits, specific permission is gained from parents / carers for the administration of specified pain relief).

13.   Health and Safety Training

In order to meet its obligations under the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992, Hadrian Learning Trust utilises the Health and Safety Executive: Health and Safety Training Guide, to support the delivery of training needs to staff within the Trust, in respect to Health and Safety in its broadest terms.

A training Matrix is maintained by the Health and Safety Lead and a schedule of training created from this matrix on an annual basis.

Training is completed through a variety of means (internal face to face / external face to face / E-Learning / combination of prior).

Health and Safety Training is reported to the Trust Executive via the Termly reporting cycle.

14. Safeguarding

The safeguarding duty of schools is set out in the [section 175 of the Education Act 2002](#).

The Trust maintains a Safeguarding Policy, as a separate document to the Health and Safety Policy.
It is the responsibility of all employees to ensure that all pupils are safe from harm at all times, this includes their obligations until safeguarding.

- All staff must wear their photograph identification badge at all times.

- Visitors to the School – during the school day visitors will report to either Reception. All staff receiving visitors on the site must ensure that:
  - Visitors sign in
  - Visitors wear visitor identification badge at all times
  - Where possible they escort or collect the visitor to and from office/venue
  - Visitors return the ID badge and sign out before leaving the premises

- Contractors on site must wear, at all times, the appropriate visitor badge provided by the Site Manager during their induction. They must sign in and out at Reception.

- After the school day site staff will commence their locking up procedure, a part of which will include the confirmation that no pupils, staff, visitors or contractors remain on site.

Security cameras are sited on the main entrances and throughout the schools. The Trust maintains access to the recorded images as per GDPR regulations and has access for playback and review.

There is restricted access in buildings after school hours. The locking of buildings procedure which follows the cleaning of premises will be conducted in a manner that allows all emergency evacuation routes for Community, Adult Learning and private lettings each evening to be accessible. Site staff will receive information on rooms used each evening from the school diaries.

Vehicle movement on site is restricted during school hours.

School buses use the designated bus park. A small number of taxis come on to the sites at the beginning and end of school day. Senior staff control all buses departing at the end of the school day. All staff involved with the supervision of students leaving by bus wear high visibility jackets.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the schools' single central registers.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

15. Monitoring and workplace management (premises & facilities);

Hadrian Learning Trust premises are constantly monitored by Trust Business and Site Teams to ensure it complies with the [Education (School Premises) Regulations 1999,](#) which stipulate minimum standards for such premises.

School's are also covered by the [Workplace (Health, Safety and Welfare) Regulations 1992](#), which outline provisions that must be made in relation to the work environment.   Provisions that are covered by these regulations include: toilet facilities, fire, staff rooms, weather protection, noise, lighting, heating, temperature, ventilation and water supply.

Trust Leadership Responsibilities:

The Trustee will ensure that there are procedures in place that includes:

- a regular maintenance and inspection regimes, that is carried out on time with records kept in all instances
- any and all necessary repairs are carried out in a timely manner to ensure the Trust Schools and occupants health, safety and welfare are prioritised at all times
- third party lettings comply with the School policy and procedures and produce their own attributed safety systems before permitting the activity/work

Business Manager will ensure that:

- A suitable supply of water for domestic purposes including drinking water, toilets, urinals, sinks and showers are constantly provided and maintained
- Water temperatures supplied to communal outlets should not exceed 43C
- There is adequate drainage system for hygiene purposes and disposal of water, which is thoroughly checked and maintained both internally and by and a specialist contractor where necessary
- Load bearing structures are capable of sustaining and transmitting any dead or imposed loads and where necessary consultation with construction professionals
- Suitable security arrangements, including adequate locking and alarm mechanisms are in place for the school grounds and buildings, also considering the entire perimeter of the grounds and visitor activities
- Appropriate letting arrangements to third parties are organised to ensure that the health safety and welfare of the students are safeguarded both in and out of School opening hours
- Suitable arrangements are in place to ensure access is kept clear, also considering the movements of those who may be less able bodied
- Appropriate medical and washing/changing facilities for students who fall are always available and maintained
- Catering suppliers provide adequate facilities to ensure hygienic preparation, serving and consumption of food and regular inspections of food hygiene standards will be carried out
- Classrooms and other parts of the School are maintained in a tidy, clean and hygienic state with regular, formal monitoring and standards of cleaning
- Good sound insulation and acoustics allow effective teaching and communication in relevant classrooms
- Lighting, heating and ventilation in classrooms and other areas of the School are satisfactory and follow the Education (School Premises) Regulations 1999.
- Furniture and fittings are appropriately sourced designed for the age, needs and activities of all students at the School
- Flooring conditions are monitored to ensure they are in good condition by carrying out regular visual checks and implementing plans for necessary repairs / replacements
- Play equipment is monitored daily with any deficiencies reported to the appropriate body and repairs carried out as necessary.
- Regular checks and repairs are carried out to the School to ensure buildings are resistant to and protected from penetration by rain, snow, wind, moisture or lighting
- Utilise this arrangement alongside the 'Maintenance' instructions in this policy.

Staff will:

- Comply with the health and safety policy and follow any associated protocols and procedures for Premises Management
- Report any defects or repairs that they come across in the School to Business Manager
- Carry out any inspections of the premise or equipment at required timescales as defined by the Business Manager
- Follow guidance as noted within the 'Maintenance' policy and handbook arrangement.

16.   Risk Assessment

There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of the Management of Health and Safety at Work Regulations.

A properly conducted risk assessment is an important step in protecting staff, students and the Trust, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect the Trust to eliminate all risks, they are required to protect people so far as is reasonably practicable.

All staff must:
   • Co-operate with management arrangements in respect of workplace risk assessments.
   • Follow any training, information, guidance and instruction given by the Trust.
   • Comply with any control measures laid down within risk assessments
   • Report any hazards or defects to the Trust management team immediately
   • Make full and proper use of any PPE provided.

Risk Assessment Key Leaders:
A number of staff are identified as Risk Assessment Key Leaders and hold a responsibility within their post for the production of departmental Risk Assessments, this list is not exhaustive and is reviewed annually:

Leader	Responsibility
Catering Manager	School catering
Curriculum/subject leader for Art	Art
Curriculum/subject leader for Technology	Design & Food Technology
Curriculum/subject leader for Drama & Dance	Drama, dance, studio and school productions
Curriculum/subject leader for Physical Education	Sports and Physical Education
Curriculum/subject leader for Science	Science subjects
Forest / Woods School Lead Teacher	Associated outdoor education
Health and Safety Lead	Trust wide none subject specific
School Leader with responsibility for staff duties	Associated duty risk assessments
Site Manager	Cleaning and Site Management
Sports Centre Manager	Sports Centre (none PE activities)

It is possible for the construction, development, monitoring etc of some or all of the risk assessments within these responsibilities to be delegated to other staff within the department, however, responsibility for the risk assessment remains with the above listed post. It is also possible for the relevant leaders in each school to collaborate and produce a document that covers both Hexham Middle School and Queen Elizabeth High School within a single Risk Assessment.

Note that school trips are managed outside of this policy.

Flowchart to identify risk assessment need:

```
┌─────────────────────────┐      ┌──────┐      ┌─────────────┐
│ Does the work activity  │      │  No  │      │     End     │
│ present a significant   │──────│      │──────│             │
│ risk?                   │      └──────┘      └─────────────┘
└─────────────────────────┘
            │
         ┌──────┐
         │ Yes  │
         └──────┘
            │
┌─────────────────────────┐      ┌──────┐      ┌──────────────────────┐
│ Has a risk assessment   │      │  No  │      │ Conduct a risk       │
│ been compiled and are   │──────│      │──────│ assessment, identify │
│ risks adequately        │      └──────┘      │ control measures and │
│ controlled?             │                    │ convey the findings  │
└─────────────────────────┘                    │ to employees.        │
            │                                  │ Implement safe       │
         ┌──────┐                              │ systems of work.     │
         │ Yes  │                              └──────────────────────┘
         └──────┘
            │
┌─────────────────────────┐      ┌──────┐      ┌──────────────────────┐
│ Are employees trained   │      │  No  │      │ Train employees and  │
│ in controls and safe    │──────│      │──────│ record the training. │
│ systems of work and is  │      └──────┘      └──────────────────────┘
│ the training recorded?  │
└─────────────────────────┘
            │
         ┌──────┐
         │ Yes  │
         └──────┘
            │
┌─────────────────────────┐
│ Monitor and supervise   │
│ employees to ensure     │
│ risks are adequately    │
│ controlled.             │
└─────────────────────────┘
            │
┌─────────────────────────┐
│ Review risk assessment  │
│ annually or when        │
│ circumstances change    │
│ i.e. when introducing   │
│ new equipment or work   │
│ methods.                │
└─────────────────────────┘
```

Accessing Risk Assessments
- **All current and active risk assessments are to be found in Sharepoint, within the Health and Safety Folder.**
- Unless the risk assessment is in this location and being shared with all staff, as a PDF document, it is not considered a live document within the Trust's Health and Safety procedures and policies.
  (The exception to this are those risk assessments used to support trips and residentials, which are maintained as part of the EVC systems).

Flowchart for Risk Assessment Process:

Step	Details
Step 1 - Identify the hazards.	• Walk around the workplace and "hazard spot". Is there anything that could reasonably be expected to cause harm? • Consult employees. What do they think? Have they noticed things not immediately obvious? • Examine safety data sheets and manufacturer's instructions to identify potential problems. • Examine accident and ill-health records to identify any existing problems. • Consult trade associations where appropriate, for further guidance.
Step 2 – Decide who might be harmed and how.	• Own employees, including young people or new and expectant mothers. • Contractors, visitors, cleaners etc. who may only work on the premises occasionally. • Members of the public. • How might they be harmed? Consider the potential for slips, trips and falls, for example.
Step 3 – Evaluate the risks and decide on the appropriate precautions.	• Prioritise the hazards and consider existing precautions. Can the hazard be eliminated? • Try a less risky option e.g. switching from a hazardous chemical to a less hazardous one. • Prevent exposure to the hazard e.g. by removing trailing cables. • Organise the work so that exposure is reduced. • Issue personal protective equipment (PPE). • Provide welfare facilities e.g. washing facilities.
Step 4 – if you have five or more employees record your findings and implement control measures.	• Document the findings and convey them to staff • Develop an action plan to minimise employee exposure to risks to their health and safety, using the findings of the risk assessment e.g. further training, monitoring.
Step 5 – Review your risk assessment and update if necessary.	• Has anything changed? Consider any new machinery or equipment, practices, processes, substances, personnel; moving/altering premises, accidents or near misses. • Note the date when the risk assessment was revised. Alter the records only if there are new and/or significant findings.

Risk Assessment Administration
- All future risk assessments, or risk assessment reviews must be completed onto the new Trust Template.
- The word version should then be submitted to the Health and Safety Lead. You should maintain a copy of the document in your own drive for future editing.
- The Health and Safety Lead will add the word copy to the Health and Safety Teams drive, this ensures a word copy is available should staff mobility impact the availability of original drafts.
- The Health and Safety Lead will also upload a PDF copy to the Staff Sharepoint, for staff access.
- The Health and Safety Lead will also amend the Risk Assessment Register.
- **Copies of Risk Assessments held at department level and not submitted to the Central Register are not considered a Trust Risk Assessment.**

17. Personal Protective Equipment (PPE)

There is a duty on employers to provide suitable and appropriate PPE in the workplace, under The Personal Protective Equipment at Work Regulations 1992.

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection.

Alternatively, disposable RPE is used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

This guidance has been produced in order to explain the procedure and criteria used to ensure that good practice is followed. The use of computer equipment is covered in Section 21 of this Policy.

It is important to realise that best practice in this guidance and the regulations are intended to prevent injury to staff and not to conform to specific requirements for equipment.

18. Statutory and Voluntary Maintenance Checks

Statutory Inspections are inspections required by Law. This means certain regulations made under the Health and Safety at Work etc. Act 1974; have specified when an item of equipment or system must be inspected.

The following provides an overview of the statutory inspections that Hadrian Learning Trust consider apply to our Trust, to ensure all equipment owned and managed by the Trust is maintained within the legal requirements.

Note that some additional items are identified in the Trust's Health and Safety Procedures and Operations Handbook.

18.1 Electricity
The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct.

The Trusts Responsibilities

With regard to fixed installations Hadrian Learning Trust will:

- Consider the design, construction and selection of electrical equipment for use in the workplace
- Ensure that electrical installations and equipment are installed, maintained and inspected in accordance with the IET (Institution of Engineering and Technology) Wiring Regulations
- Review recommendations made by inspecting engineers
- Exchange safety information with contractors to enable compliance with the company's health and safety arrangements

- Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
- Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- Provide appropriate work equipment such as 110v plant and power tools for harsh environments
- Ensure that staff who carry out electrical work are trained and competent to do so
- Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- Ensure that tools and equipment meet relevant standards, are CE and UKCA marked and are suitable and adequate for electrical working
- Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

Portable equipment and testing

This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Trust is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.
On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Staff Responsibilities

Staff have a responsibility for:
- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions
  e.g. jet washer used with additional RCD or RCBO protection
- Complying with safety rules and use work permits/lock out procedures as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures.
- Gaining permission before using extension leads or adaptors.
- Switching off any non-critical equipment when not in use.
- Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- Exercising caution when placing drinks near to appliances or power outlets.

18.2 Gas / Heating systems

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

The Trust's Responsibilities

Chair Of Trustees will ensure that:

- All reasonable steps will be taken to secure the health and safety of all staff, students and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, ie propane and butane
- That suitable and sufficient risk assessments are undertaken in respect of gas safety
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations
- That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance
- That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage)
- Safe systems of work for maintenance, inspection or testing are promoted and implemented
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons
- Contractors and persons who carry out work on gas installations and appliances are competent to do so
- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the School's health and safety arrangements
- Detailed records required by the regulations and in relation to the above are maintained.

Staff Must:

- Co-operate with management arrangements for gas safety
- Not carry out repair work to gas appliances unless competent to do so
- Follow any training, guidance and instruction given to prevent injury or ill health
- Report any hazardous or dangerous situation

18.3 Legionella

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The risk of someone contracting legionellosis depends on:

- The presence of Legionella bacteria: the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C
- The means of creating and disseminating breathable aerosols, e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc
- The person: The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities:

Duty Holder (Chair of Trustees):

The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

The Responsible Person (Site Manager)

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

The Duty Holder will ensure that:

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- A Responsible Person is appointed (for Hadrian Learning Trust, this is fulfilled by 'FM4U', as a contractor for delivery of our water safety assessments) to help the Duty Holder manage the day-today operational control procedures in accordance with the Written Scheme
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated where reasonable practicable through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing e.g. water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.
- Records are kept of the:
  - Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme
  - Significant findings of the risk assessment
  - Written Scheme and its implementation
  - State of operation of the water system (working or not)
- Results of any monitoring, inspections, tests or checks carried out including dates.
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

The Business Manager will ensure that:

- With the assistance of a the Site Manager or external contractor, carry out a risk assessment, develop a Written Scheme and seek/implement advice on prevention and control procedures.

Staff Responsibilities

Staff must:

- Co-operate with management arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by the School to prevent
- ill health
- Report to the Hadrian Learning Trust any disease diagnosed as Legionnaires' Disease
- Report to the School management any hazardous or dangerous situations.

18.4 Security.

Security systems must be adequately maintained to ensure they are fully functioning and fit for purpose.

Six monthly inspections and remedial maintenance are performed by contractors on behalf of Hadrian Learning Trust on the following systems:
- Intruder Alarm
- CCTV Systems
- Automatic Doors
- Security Card Readers
- Maglock Units

Inspections of permitter fencing are completed twice monthly by the Site Manager, monthly by the Health and Safety Lead and Termly by the Head of School (or Designated Senior Lead for Safeguarding).

The Trust engages an external contractor (CDC) for out of hours security support.

17.5 Servicing and Maintenance of Statutory Specialist Equipment

Statutory Inspections are required and completed for the following specialist equipment, maintained and operated by the Trust:

Lifts, Platforms and Hoists

Hadrian Learning Trust complies with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) through the engagement of an external specialist contractor.

The frequency of inspections are specified within LOLER:
- Passenger lifts – 6 monthly.
- Lifting equipment (inc. hoists) – 12 monthly

The Trust ensures any remedial works are commissioned at the earliest possible opportunity and any defective lifts or lifting equipment are withdrawn from service until remedial works are completed.

Local Exhaust Ventilation

Hadrian Learning Trust complies with the Control of Substances Hazardous to Health Regulations 2002, through the engagement of an external specialist contractor.

Maintenance and servicing is completed no less than every 14 months (as per recommendations) and records of such are maintained for 7 years minimum.

Pressure Systems

Hadrian Learning Trust complies with the Pressure Systems Safety Regulations 2000, through the engagement of an external specialist contractor.

Pressure systems inspected under these regulations, at Hadrian Learning Trust, include:
- Hot Water Boilers
- Air Conditioning Plant
- Compressed Air Sytems

A scheme of examination is maintained by a competent person engaged by the Trust's contractor (FM4U). A period of no less than 14 months between inspections.

19. Asbestos Management

Description

Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos. Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. Asbestos is a prohibited substance and is classified as a Category 1 carcinogen.

Hadrian Learning Trust has five identified sources of asbestos on site, all within the Hydro block of the main school building:

- $1m^2$ encapsulated in ceiling of external store.
- 1 item in Hydro Annex Store / Lift Machinery.
- 1m Pipe gasket in Hydro Annex Cellar
- $1m^2$ in Wall mounted heater, anti-resonance coating, Hydro Annex Hall.
- 1m Cable Sheath in Hydro Annex Hall.

All identified areas have a low risk of contaminate dispersion and are not accessible to the general population of the school or visitors. The Trust operates an Asbestos Management Plan.

Responsibilities of The Dutyholder in control of the Premises

The Duty holder within Hadrian Learning Trust is the Board of Trustees.

In its management and reduction of the likelihood of anyone being exposed to asbestos or asbestos containing materials Hadrian Learning Trust will:

- Take reasonable steps to locate and check the condition of materials containing asbestos in non-domestic premises under their control

- Presume materials contain asbestos unless there is strong evidence that they do not

- If confirmed that asbestos is present by an asbestos survey being undertaken, including the taking and analysis of samples, make and keep up-to-date, a record or register of the location, amount, type and condition of the asbestos containing materials and the materials presumed to contain asbestos

- Assess the risk of exposure to staff, students, contractors and others to asbestos fibres from any materials identified

- Prepare a plan setting out in detail how the risks from these materials will be managed to prevent exposure to asbestos and record the roles and responsibilities for managing asbestos

- Plan for emergencies to cater for incidents of asbestos containing materials being accidently uncovered or fibres released

- Take necessary steps to put the plan into action and inform those who may be affected

- At least annually, review and monitor the plan and the arrangements to keep them relevant and up-to-date

- Regularly check the condition of these materials and search for deterioration, damage or disturbance

- Make safe or, if necessary, remove or make arrangements to have removed any material that contains asbestos where there is a risk

- Keep any material known or presumed to contain asbestos in a good state of repair

- Identify the location, type and condition of the materials to anyone who is likely to work on or disturb them, or who is or may be at risk

- Promote awareness of the risks of asbestos through training and induction of staff
- Ensure that anyone, including contractors, working on asbestos containing materials or materials suspected of containing asbestos are adequately trained and competent to carry out the work and are licensed where necessary
- Check that the HSE have been notified of any licensed work or relevant nonlicensed work planned to be undertaken
- Ensure that sub-contractors have suitable arrangements, including supervision, to control exposure to asbestos in place prior to commencing work. No work with asbestos to be carried out until a written plan, detailing how the work is to be undertaken, has been prepared
- Ensure suitable arrangements are in place for the disposal of any asbestos waste produced including used personal protective equipment.

Staff Responsibilities
Staff will:

- Immediately report any damage to the building or building materials to Chair Of Trustees
- Not work on the building structure or equipment, e.g. walls, ceilings, fuse boxes, etc. unless instructed by the Chair Of Trustees and are suitably trained
- Follow all information, instruction and training given to prevent injury or ill health.

**Work undertaken on asbestos containing materials is categorised as either:**

Licensable work: this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensable work they plan to undertake.

Non-Licensable work: this normally involves work with asbestos containing materials which is sporadic and of low intensity and will not, if determined by risk assessment, expose staff to asbestos fibres above the legal control limit. Anyone undertaking nonlicensed work must be suitably trained and competent.

Notifiable Non-Licensed Work (NNLW): Certain non-licensable works is also **notifiable** to the HSE. However, the following activities are exempt from notification:

- short, non-continuous maintenance task whilst working only with non-friable asbestos containing materials
- removal, without deterioration of non degraded materials where the asbestos is firmly contained within a matrix, e.g. cement or plastic
- where the asbestos containing materials are in good condition and are being sealed or encapsulated
- air monitoring and control or collection and analysis of asbestos samples.

Asbestos Management Flowchart
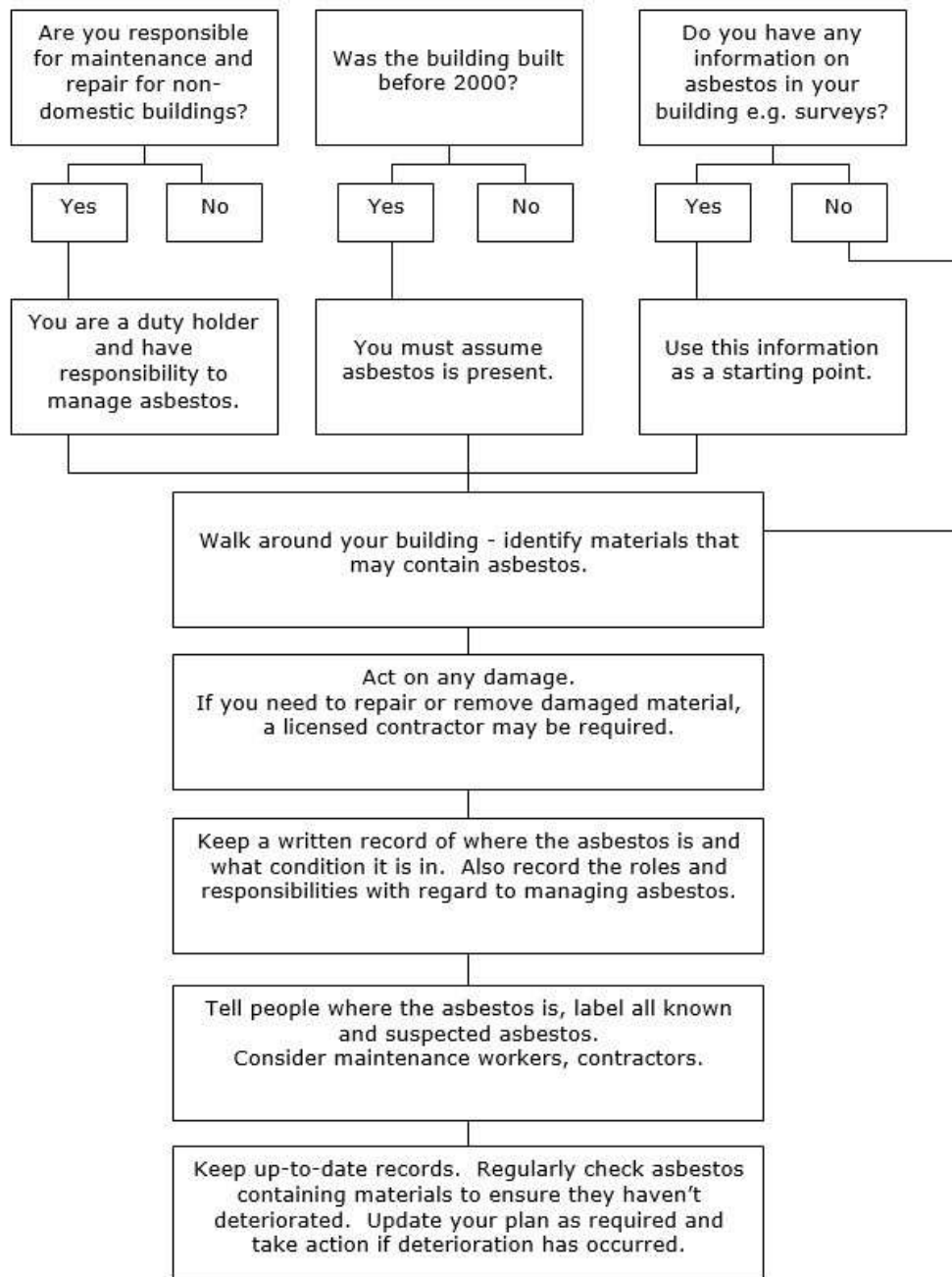
20. Fire Safety

Hadrian Learning Trust complies with the Regulatory Reform (Fire Safety) Order 2005, through a combination of internal inspections and external specialist contractor inspections, supported by specialist contractor for completion of remedial works.

The Trust engages 'Atlas – Citation', to complete an annual Fire Safety Inspection of all Trust premises, this is completed by a trained and competent person. The recommendations from this report are actioned to the Site Manager and Health and Safety Lead, as a component of the Health and Safety Action Plan.

The Trust maintains a separate Emergency Evacuation Plan, which includes responsibilities linked to fire safety, fire evacuation and fire warden duties.

21. Display Screen Usage

This guidance has been produced in order to explain the procedure and criteria used to ensure that good practice is followed. The use of computer equipment is covered by the Health and Safety (Display Screen Equipment) Regulations 1992, but there are other regulations regarding workstations, notably the Workplace Health Safety and Welfare Regulations which outline general requirements. If there is a difference in the Regulations, then the more specific regulations will apply and any information in this guidance will take this into account.

Definitions

Workstation: An assembly of computer equipment with or without keyboard or other input device or software, any optional accessories to the equipment or other item peripheral to the computer equipment, and the immediate work environment.

User: An employee, full, part time or temporary, who uses display screen   equipment as part of their usual work.

Repetitive Strain Injury (RSI): is a term covering all kinds of work related injury to the muscles, nerves and tendons of the upper limbs. It includes Carpal Tunnel Syndrome, Bursitis, Tendonitis, Tenosynovitis, Frozen Shoulder and Epicondylitis. RSI is a painful and disabling condition, which needs immediate medical attention. Recovery can be a long and uncertain process.

Workstation Requirements

The requirement is to ensure that staff are free from risks to their health and safety from the workstation. The actual size of the work area depends on the tasks undertaken but as a MINIMUM should be 11 cubic metres (based on a maximum height of 2.5 metres) after allowance for furniture and equipment. The standards given below are minimum requirements and anything less can affect performance and health.

Proper ventilation is important, and the area around the PC and monitor should be kept clear of obstruction, to allow a free flow of circulating air. This will help to keep the temperature and humidity at reasonable levels.

The Screen

- For touch typists the correct height for the screen is with the top of the monitor level with or slightly below the eyes of the user, when they are sat correctly.
- For non touch typists the screen should be lower.
- The monitor should also swivel and tilt to enable adjustments to suit the individual to be carried out.
- The screen image should be stable and free from any flicker when viewed from directly in front.
- Display screens should have contrast and brightness controls capable of adjusting the light level for ambient lighting conditions.

Lighting and Daylight

- Wherever possible lighting should be by natural light. Positioning of equipment is an important factor in the reduction of glare.
- Wherever possible display screens should be positioned at right angles to windows and other light sources, such as strip lighting.
- If possible windows should have blinds, or curtains fitted which restrict light into the room.
- Glare can also be reduced on screens by keeping them clean, as dust and grease can seriously effect legibility.
- Any surface that might cause reflections on the screen should be of a matt finish. This includes, desk tops, wall surfaces, cupboards and any other equipment that may reflect light.

- Natural light is unquestionably the best form of lighting, supplemented by artificial lighting as required. Unfortunately, it is impossible to achieve ideal lighting conditions for display work, as the level of illumination needed for using a display screen is lower than needed to read documents. Any supplementary lighting, such as desk lights should not adversely affect nearby workstations.
- No source of light should be in the visual field of the user, nor should there be direct light on the screen. Natural light conditions will vary during the day, and according to season, and should be taken into consideration. Lighting conditions perfectly adequate at midday in high summer may be totally inadequate at 5.00 p.m. in midwinter.

Keyboard

- The keyboard should be separate from the display screen in order to achieve a more flexible arrangement of screen and keyboard.
- Most keyboards have small adjustable feet towards the back that can be pulled out of the underside to adjust the height and angle of the keyboard. which should be adjusted for the individual's preference.
- There should be sufficient space in front of the keyboard to allow the hands to rest when not keying. A wrist rest may be of use.
- All lettering should be clearly visible.

Mouse

- The mouse should fit the hand of the user and be located in a position that enables it to be used without discomfort and particularly overreaching or twisting of the arm or wrist.
- If there is more intensive use of the mouse than the keyboard, consider placing the mouse in line with the shoulder of the arm using it.
- The mouse should be lightly gripped and allow the user easy and accurate operation.

Work Chair

- The chair seat should be adjustable for height.
- The backrest should be adjustable for height and angle
- It should be of a swivel design and have five castors for stability.
- Armrests are optional and largely a matter of personal preference but where they are used they should be adjustable.
- The chair must be adjustable so that the user can obtain a suitable and comfortable position.

Workspace

- The desk should be large enough to hold all necessary equipment. This includes items such as telephones and document holders. It must be possible to position the keyboard in front of the screen allowing 50mm of space in front of it to allow the user to support their hands and arms.
- Ideally the size of the desk should be 1600mm x 800mm, the minimum size is 1200mm x600mm.
- The desk top should be between 600mm and 730mm high and the space underneath, for the legs should be 580 mm high and 580mm wide and clear of any obstructions, in order to allow sufficient space for movement.
- The screen should be capable of being positioned at least 450mm from the user when seated at the desk, without overhanging the back of the desk, unless the desk is placed against a wall.
- Where desks are positioned in an L shape it is important to consider whether the person is left or right handed. It is generally considered better for the return desk to be on the preferred hand. The screen should be positioned on the main desk, rather than the return desk. The screen should never be positioned in the angle between the desks as there is in sufficient space for the hand or wrist to rest.
- Care must be taken to ensure that tasks can be undertaken without twisting.
- The workstation must be placed so that it is easy to access and has sufficient space to ensure that all tasks can be undertaken safely.

- If transcription work is carried out, a document holder may be necessary to prevent excessive movement of the neck and shoulders. The document holder must be stable and positioned in the same angle and distance as the screen. Depending on how the workstation is used it may need the document holder positioning directly in front of the user.
- With the user seated correctly, if their feet are not in contact with the ground, then a footrest must be provided.
- The layout of the workstation is important and space utilisation may become a problem. The workstation must be large enough to enable all tasks to be carried out safely. If a large amount of paperwork is carried out it may possible to position the screen offset to one side

Laptop Computers

- All requirements of this guidance should be met additionally
- Laptop computers should not be used on a continual basis. Where they are used in lieu of a normal sized PC a docking station should be used.
- A normal sized keyboard and a mouse should be used whenever possible.
- A manual handling assessment will probably be required due to the weight of the equipment and how it is moved from location to location.

Workstation Environment

- The temperature of the working environment needs to be comfortable with sufficient ventilation to ensure the well being of the user without draughts.
- Electronic equipment is a source of dry heat and humidity levels should be high enough to ensure a healthy environment. 50% humidity will reduce the possibility of electro – static problems.
- Noise from equipment should be at a level which does not impair concentration or prevent normal conversation.
- No trailing cables should be left where staff can trip over them. This can be done by positioning the workstation in order to avoid trailing cables, if this is not possible then cables should be run through conduits or otherwise protected.

Posture

- There is no one correct posture which should be maintained. As a starting point,
- the back should be supported, although care should be taken to ensure that the backrest does not actually cause an unnatural bend to the spine.
- The chair height should be adjusted so that the wrists are straight and the forearm parallel with the ground with the elbows bent at right angles with the fingers in line with the centre of the keyboard.
- The feet should touch the floor with the knees at right angles or a footrest needs to be supplied. See picture below.

Work Planning

- Concentrating on any single task continually will lead to fatigue, aches and pains and loss of efficiency and accuracy. Ensure that work is planned to allow for productive work away from the screen or adequate rest breaks. These should
    - occur before the onset of fatigue
    - be short and frequent breaks as these are better than longer ones at less frequent intervals. A five minute break every 40 minutes is recommended. Use of Laptops will require more frequent breaks.
- It is important that employees are consulted on any changes may be required to working practices.

Eyesight testing and spectacles

- Eye muscles that hold the focus on paperwork, or DSE can tire, other muscles can tire from adapting eyes to changing light or glare, or from shifting focus between reference sources and the screen. A document holder, level with and in the same plane as the screen, helps prevent frequent changes of focal length and minimises up and down head movements.
- Minor problems which allow reading and driving without glasses, may require correction for regular DSE work and can lead to eye strain. All DSE users, apart from temporary staff, are entitled to a free eyesight test and, if required corrective spectacles. Details of the procedure are available from personnel sections.
- Wearing corrective glasses is generally not a problem, however, bifocals or reading glasses may not be suitable as they may prevent a clear view of the screen. You may also find that staff have to tilt their heads back to see clearly, which could cause neck discomfort.
- Contact lenses are less suitable because concentrating on a screen causes staff to blink less frequently, which in turn may cause the eyes to feel dry, or if they are prone to 'greasing' you may be more aware of the problem. Simple blinking exercises and increased lens care may help. If symptoms persist, they should consult your optician.

Health Issues

1. If staff report that their hands hurt or tingle when they are using a keyboard, or mouse or they get pain in their elbow, wrist or shoulder or other health problem that may be associated with the use of DSE – refer them to the Occupational health service and record the injury using the Incident reporting system.
2. If you have any concerns about ill health or injuries that may be caused by the working environment refer the member of staff, except temporary staff, to the Occupational Health Service.
3. Although Radiation is not considered to be a risk, some new or expectant mothers may have concerns about the possible dangers. It is Council Policy that they should be found work away from DSE until they have finished breast feeding.

DSE Risk Assessment

The operating procedures of the Trust will identify those who use DSE equipment as part of their normal work. It is important that these users are identified and recorded by the manager. This will enable records of information, instruction and training to be maintained.

When looking at the working environment, besides looking at the layout of the Display Screen Equipment (DSE) consider the rest of the work station and the way in which work is done. This can also have a profound effect on the body and general health.

Such risk assessments should be completed by the Department Manager:

- For Administrative staff this is the Business Manager.
- For Teaching staff this is the Assistant Headteacher with operational responsibility.

A DSE User Assessment should be carried out by all staff identified by the relevant manager as being 'at risk of Display Screen harm'. The majority of staff will be users, and this applies regardless of where they work, whether in offices or at home and what type of contract of employment they have. However not all staff will use DSE with a frequency that warrants a DSE assessment, completion should be decided using the chart in Appendix 1, taken from the HSE supporting guidance.

It is vitally important that the user of the workstation is involved in the assessment process and informed of any actions that are necessary in order to ensure their health and safety. Identified staff are asked to complete the 'DSE User Assessment Form' (Appendix 2).

After the assessment has been completed any actions required must be implemented and entered onto the Managers records and associated work plan as well as target dates for actions to be completed by, and the person responsible for taking the actions. These work plans need to be monitored to ensure that any outstanding issues are resolved to meet the targets. (see Appendix 3).

The control measures introduced through the risk assessment process must be monitored by the manager in consultation with the user to ensure that they are actually used and do reduce the risks involved.

The assessment must be reviewed on a regular basis, depending on the residual risk or when there is a change in the work activity, e.g. the amount of keyboard work or a change in the equipment or software used. If there is a change in the health of the user, or the workstation is moved another assessment should be carried out immediately.

DSE Information, Instruction and Training

Information can be regarded as the provision of knowledge about the hazards and risks involved, instruction is being told what to do in order to work safely and can be applied during the risk assessment process. Training is a more involved process, providing education to staff in order that they are aware of the work-standards required, how to achieve the standards and the confirmation that they are able to do so.

The preferred method of training delivery is away from the workstation, although the method of delivery is not as important as the achievement of the training objectives and confirmation of the ability of the trainee to put the objectives into use. Users need to be given training and information on.
- how the software works,
- how the workstation operates,
- how any equipment works – including chairs,
- the importance of changes in work activity and taking short frequent breaks away from the screen.
- they need to be provided with training and information on the risks associated with the use of DSE in general and their own workstation and how to work safely.
- details of this training should be recorded and the user should sign as having received this training/information.

Where required the Trust can offer Training in DSE support through our contract with The National College.

22. Premises Checks

As part of the Trust's ongoing commitments to Health and Safety and Safeguarding, in line with HSE recommendations we operate a schedule of Premises Checks throughout the academic year.

Such checks are in addition to the annual statutory (and voluntary) servicing and maintenance plan, carried out by the Site Manager.

Health and Safety Checklist for Caretakers / Site Manager (Appendix 6)

These checks are performed by the Site Team over the course of each month, as part of their general duties. They are NOT a separate walk or review performed by the team, but are performed as part of their ongoing checks and practices.

The checklist is submitted monthly, on or near the 28th of each month to the Health and Safety Lead.

This checklist is a reporting mechanism only, used by the Health and Safety Lead, through the Trust Health and Safety Action Plan, to update the Senior School Leadership and Trustees on the safety and operational viability

of the site(s) managed by Hadrian Learning Trust.   Any issues raised in the checklist are actioned by the Site Manager as part of his / her ongoing responsibilities, working alongside the Chief Finance Officer, Business Manager, Health and Safety Lead, and other relevant staff as appropriate.

Health and Safety Internal Inspection Check List (Appendix 7)

This checklist is used each half term as part of the Senior Leadership's commitment to the wellbeing and safeguarding of staff, students and visitors.

Inspections of the site are performed once per half term, by a senior leader (see chart below) and the Health and Safety Lead, using the RPA template for Senior Leader Premises checks. The inspection then informs the Trust's Health and Safety Action Plan and provides an update to the senior leadership team re the site's condition.

Senior Leaders are only required to perform inspections on the site locations that impact their areas of responsibility. To support RPA best practice guidance, staff with responsibilities for site and safeguarding are also involved in the inspection process.

Internal Inspection Rota:

Time Period	Inspected Areas	Inspection Team
Autumn Term 1	Full School Site	Chief Finance Officer Site Manager Health and Safety Lead
Autumn Term 2	HMS Site Sports Block External Grounds	HMS Head of School Health and Safety Lead
	QEHS Site External Grounds	QEHS Safeguarding Lead Health and Safety Lead
Spring Term 1	Full School Site	Executive Head Site Manager Health and Safety Lead
Spring Term 2	QEHS Site Sports Block External Grounds	QEHS Head of School Health and Safety Lead
	HMS Site External Grounds	HMS Safeguarding Lead Health and Safety Lead
Summer Term 1	Full School Site	School Business Manager Health and Safety Lead
Summer Term 2	Full School Site	Site Manager Health and Safety Lead

Notes:
- Summer Term 2's inspection is primarily used to prepare the Trust for the annual external Health and Safety Inspection and Fire Risk Assessments.
- The Health and Safety Lead will coordinate dates and timings for these inspections, estimated at 90 minutes for a full site inspection.

Appendix 1 – Incident / Near Miss Reporting Form

Download this document, complete as word document or print as a hardcopy.
Completed forms should be sent to Dave Clay (dclay@qehs.net)

Reporting Person	
Who is completing form / reporting incident	
Date incident form completed.	
The Incident / Near Miss	
Date and time of incident	
Location of incident *Please provide: School block and room name / number, if incident occurred out of school; be as precise as possible.*	
Individuals involved in the incident / near miss *Please provide: full name and whether a member of staff / pupil (include year group) / visitor / contractor* *(If not a pupil or member of staff, please provide contact address and telephone number)*	
What happened *Please provide as much detail as possible*	
Injuries sustained: *Indicate individuals and their known injuries*	
Was first aid provided by a member of staff *Which member of staff and what actions were taken?*	
Machinery, equipment or chemicals involved *Only those involved in the incident*	
Witnesses *Name anyone else who witnessed the accident.* *(If not a pupil or member of staff, please provide contact address and telephone number).*	
Where parents or significant other informed of the incident? *Who, when and how were they informed and what actions did they take, that you are aware of?*	
Emergency Services	
Were any uniformed emergency services required to support the incident: *Indicate the service(s) attending, the time called and the time attended site. (Police, Fire, Ambulance, Coast Guard, Mountain Rescue).*	
Did anyone involved attend hospital: *Indicate what time and by what means they were taken and to which location they were sent, provide information of any investigations or treatment performed.*	
Incident follow-up	
What precautions (if any) have already been taken to prevent this occurring again? *You will be contacted by the Health and Safety Lead if any further actions are required.*	
Has the incident / near miss resulted in a change to any practices, procedures, policies or risk assessments? *Please give details of any changes to documentation.*	

Appendix 2 – Incident / Near Miss Investigation Form

Incident Investigation	
Investigating Officer	
Date investigation completed	
Description of what happened	
Final reporting of injuries sustained	
Location – had this an impact on the outcome?	
Equipment – had this an impact on the outcome?	
Procedures – had this an impact on the outcome?	
Training – had this an impact on the outcome?	
Other notable factors	
Investigation Findings	
Underlying / Immediate cause of incident	
Follow-up actions and recommendations	

Appendix 3 - Display Screen Equipment (DSE) – User identification

Job example	Does the jobholder's DSE work involve:							Decision
	Continuous spells of an hour or more?	Daily use of DSE?	Fast information transfer?	High attention and concentration?	High dependency on the DSE?	Little choice whether or not to use the DSE?	Special training or skills?	
Word processing	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	Definitely 'users' or 'operators'
Secretary	Yes	Yes	Yes	Maybe	Maybe	Maybe	Yes	
Data input operator	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
News sub-editor	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Journalist	Yes	Yes	Yes	Maybe	Maybe	Maybe	Yes	
Telesales/ complaints/ enquiries	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Assembly/ testing operative	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
TV editing technician	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
CCTV control room worker	Yes	Yes	Maybe	Maybe	Yes	Yes	Maybe	
Air traffic controller	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Financial dealer	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Graphic designer	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Librarian	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Scientist/ technical advisor	Maybe	Yes	Maybe	Maybe	Maybe	Yes	No	May be 'users' or 'operators'
Client manager	Maybe	Yes	Maybe	Maybe	Maybe	Yes	No	
Banking customer support	Maybe	Yes	Maybe	Maybe	Yes	Yes	Maybe	
Airline check-in clerk	Maybe	Yes	Maybe	Maybe	Yes	Yes	Yes	
Community care fieldworker	Maybe	Maybe	Maybe	Maybe	Maybe	Maybe	No	
Receptionist (first example)	Maybe	Yes	Maybe	No	Maybe	Yes	Yes	
Senior manager (first example)	No	Yes	No	Maybe	Maybe	Maybe	No	Not 'users' or 'operators'
Senior manager (second example)	Maybe	No	No	Maybe	Maybe	No	No	
Receptionist (second example)	No	No	No	No	No	Maybe	No	

Appendix 4 - Display Screen Equipment (DSE) – User Assessment Form

The following questionnaire is designed to allow an individual DSE user to assess their workstation/s. Where a user has answered 'No' to any question in Part B, or provided details of any health effects in Part C, the employer should investigate and assess further and/or make any workstation adjustments, if necessary.

Before completing this questionnaire please refer to figure 1 for guidance on DSE set up and seating position.

Name of Computer User:	
Department:	
Location of Workstation:	
Date of Assessment:	

Part A

General Information	
How much time is spent on the display screen per day? (Hours/mins)	

Part B

Display Screen Equipment		
Screen and Display	Yes	No
Are the characters on screen clear and easy to read?		
Is the image on screen free from flicker and movement?		
Are brightness and contrast controls adjustable?		
Can the screen be swivelled and tilted?		
Is the screen clean and free from glare and reflection?		
Is the top of the computer screen at or just below eye level?		
Keyboard	Yes	No
Is the keyboard separate from the screen?		
Can the keyboard be tilted?		
Is the keyboard easy to reach?		
Is there adequate space in front of the keyboard to rest your hands and wrists?		
Is the keyboard free from glare?		
Are all characters clear and easy to read?		
Mouse or other Pointing Device	Yes	No
Is the device comfortable to use?		
Is the device suitable for right or left handed persons?		
Can the device settings be adjusted to your personal preferences?		
Furniture		

Desk	Yes	No
Is there adequate free space on the desk for all your work?		
Is the layout of the work surface sufficient for all necessary equipment? e.g. computer, keyboard, telephone, printer etc.		
Is all workstation equipment easy to reach?		
Is there adequate space to adjust the position of the equipment in order to adopt a comfortable work posture?		
Are work surfaces in a good and stable condition?		
Is there adequate legroom under the desk and is this space clear of obstructions?		
Are surfaces free from glare and reflections?		
Chair	Yes	No
Is your chair stable? i.e. does it have five moveable castors?		
Has your seat got suitable lumber support?		
Can the height of the seat be adjusted?		
Can the height and tilt angle of the backrest be adjusted?		
Does the seat rotate easily?		
Are the seat arms detachable, if required?		
Ancillary Equipment	Yes	No
Can you sit comfortably without the aid of a footrest?		
Has a stable and adjustable document holder been provided (if needed)?		
If you are required to simultaneously use the telephone and computer do you use a hands free speakerphone or a headset?		
Can your feet touch the floor or footrest?		
If a footrest is provided, can it be adjusted?		

Environment		
Noise and Vibration	Yes	No
Are the temperature and humidity levels comfortable?		
Is there sufficient ventilation that does not cause discomfort from draughts?		
Are noise levels comfortable?		
Is there sufficient workspace?		
Is the lighting, including any specific task lighting, sufficient?		
Are you able to control the amount of natural light with blinds or curtains?		

Task Design and Software	Yes	No
Is software suitable for the tasks?		
Have you been trained to use the software?		
Are tasks organised to avoid long periods of intensive activity?		
Can you control the tasks? e.g. speed of recording data etc.		

General Safety	Yes	No
Have you been informed of your entitlement to free eye and eye sight tests?		
Are all electrical cables etc. in good condition and properly connected?		
Are cables secure and tidy?		
Is all equipment, furniture etc. safely positioned?		
Do you have adequate rest breaks?		
Are you able to take breaks at your discretion?		
Can you leave your workstation during breaks?		

Part C

Please include any comments that you would like to make regarding your workstation or its local environment. Also note any adverse health effects experienced, e.g. aches, pains, sensory loss ('tingling' or 'pins and needles') in your neck, back, shoulders, upper limbs, restricted joint movements or grip.

Users signature:	Date:

Assessor's comments, including details of any action to be taken.

Assessor's name:	Signature:
Date:	Date of re-assessment:

Figure 1. Seating and Posture for Typical Office Tasks
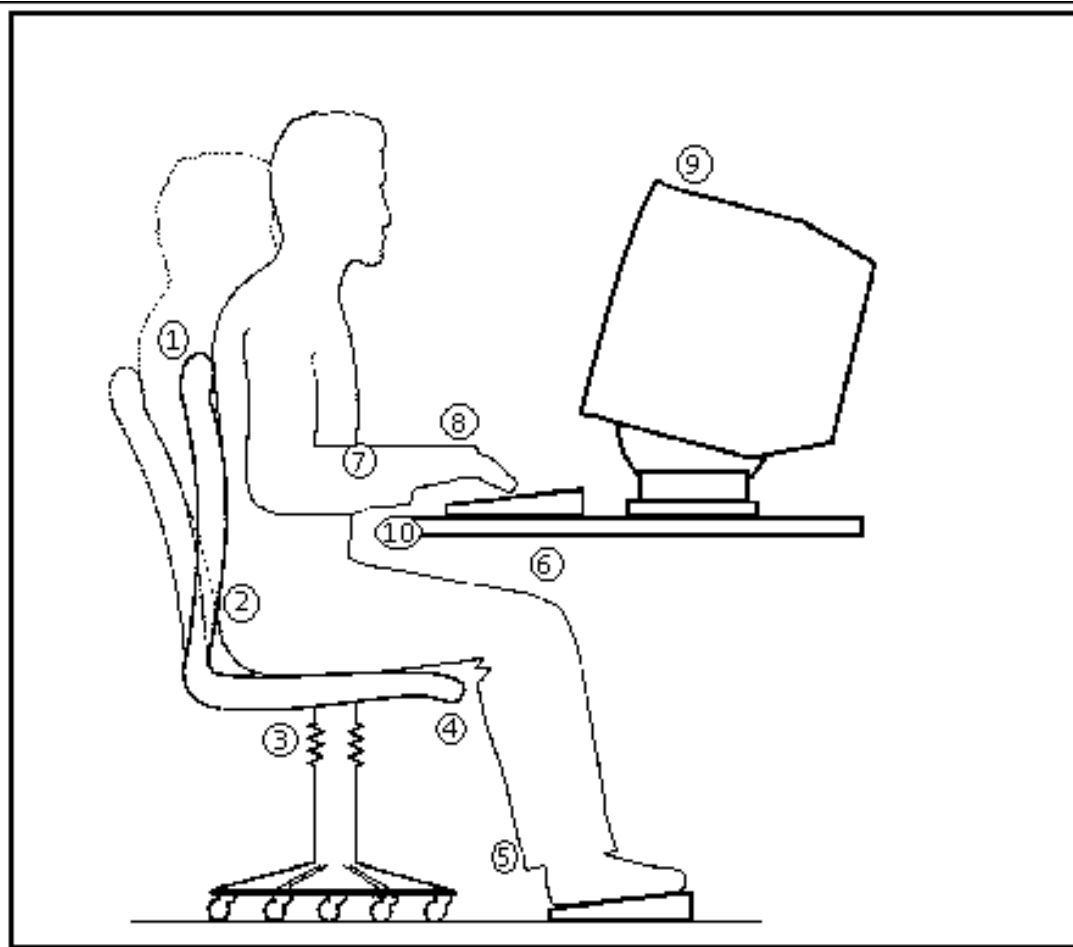
1.	Seat back adjustability.
2.	Good lumbar support.
3.	Seat height adjustment.
4.	No excess pressure on underside of thighs and backs of knees.
5.	Foot rest, if needed.
6.	Space for postural change, no obstacles under desk.
7.	Forearms approximately horizontal.
8.	Minimal extension, flexion or deviation of wrists.
9.	Screen height and angle should allow comfortable head position.
10.	Space in front of keyboard to support hands/wrists during pauses in keying.

Appendix 5 - Display Screen Equipment (DSE) – Managers Records

Member of Staff	DSE Assessment Date	Concerns		Identified concern, if raised	Action to be taken	Review
		Y	N			

Appendix 6 – Health and Safety Checklist for Caretakers / Site Manager

This formal check is performed alongside the regular walks and checks performed by the site team. Checks are completed on or near the 28th day of each month. The document is forwarded to the Health and Safety Lead upon completion of the checks.	
Date of check:	
Check performed by:	
Area	**Comments**
Perimeter Fencing, Gates & Playing Fields. (Damage caused by inclement weather / vandalism/ little etc.)	
Car Park & Footpaths. (Surface damage eg. potholes / other, raised paving, damage etc.)	
Internal Areas - Corridors, Doors, Classrooms, Stairs (QEHS) (Signs of damage/ defects/ trip & slip hazards/ articles blocking walkways)	
Internal Areas - Corridors, Doors, Classrooms, Stairs (HMS) (Signs of damage/ defects/ trip & slip hazards/ articles blocking walkways)	
Internal Areas - Corridors, Doors, Classrooms, Stairs (Sports) (Signs of damage/ defects/ trip & slip hazards/ articles blocking walkways)	
Play Ground / Yard / Storage Areas / MUGA / Pitches. (Damage to floor surface/ equipment, litter etc.)	
School Safety and Security systems (Alarms, shutters, other safety / Security equipment)	
Emergency Equipment (Fire hoses, extinguishers, sensers, evac chairs)	
Emergency Lighting Test (Monthly test of emergency lighting performed)	
Machine Room / Boiler Room (Damage to machinery, failed items, key service needs)	

Appendix 7 – Health and Safety Internal Inspection Checklist

The document is forwarded to the Health and Safety Lead upon completion of the inspection					
Date of Inspection:					
Inspection performed by:					

Section 1 – External Areas and Play Equipment

		Yes	No	Comments
1.1	Are paths and playgrounds free from foreseeable trip/ slip hazards?			
1.2	Are manholes secure?			
1.3	Do trees/ branches/ grass areas appear safe?			
1.4	Is the perimeter fencing sound?			
1.5	Is play equipment well maintained and free from sharp edges or rough surfaces?			
1.6	Are all external lights working?			

Section 2 – Vehicles On Site

		Yes	No	Comments
2.1	Are traffic routes marked or signed?			
2.2	Where possible, is there segregation of vehicles and pedestrians?			
2.3	Are traffic warning signs and markings clear and adhered to?			

Section 3 – Fire Safety

		Yes	No	Comments
3.1	Are escape routes clear of obstructions?			
3.2	Are evacuation notices displayed adjacent to alarm call-points and key locations?			
3.3	Are fire drills held termly?			
3.4	Have extinguishers/ alarm/ emergency lighting been serviced within last year?			
3.5	Is the alarm tested weekly?			
3.6	Is the emergency lighting tested monthly?			
3.7	Do fire doors fully close without any intervention?			

Section 4 – Building Issues

		Yes	No	Comments
4.1	Are floors and floor coverings in good condition?			
4.2	Are handrails on stairs sound?			
4.3	Do roof fittings appear secure?			
4.4	Are security systems adequate?			

4.5	Can a reasonable room temperature and ventilation be maintained?			
4.6	Is access to electrical system restricted to authorised persons? Is there warning signage?			
4.7	Are materials in the electrical cupboard & server rooms appropriate and stored in a safe manner?			
4.8	Are materials in the boiler house appropriate and stored in a safe manner?			
4.9	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?			
4.10	Is storage of flammable/hazardous substances suitable? (Lab, cleaning)			

Section 5 – First Aid and Accident Reporting				
		Yes	No	Comments
5.1	Are all incidents & accidents recorded as per the school policy?			
5.2	Where appropriate, have investigations into incidents & accidents been completed?			
5.3	Are names of First Aiders displayed or known?			
5.4	Are first aid boxes adequately stocked?			
5.5	Are the arrangements in place for safe disposal of body fluids and sharps still effective?			

Section 6 – Working at Height				
		Yes	No	Comments
6.1	Are steps or 'kick-stools' available and used appropriately?			
6.2	Are ladders/ scaffold towers in good condition and stored securely?			
6.3	Are ladders/ scaffold towers used by authorised persons only?			
6.4	Is there a safe system for working at height e.g. roofs and is it communicated?			

Key Actions			
Ref.	Action	Responsibility & Target Date:	Added to Action Plan